

CHAPTER 12

TRANSFERS AND RECEIPTS

As a PN3 or PN2, your primary duties will include checking-in and transferring personnel. Depending on where you are stationed, you might be assigned to processing receipts and processing transfers. Normally, the concurrent assignment of both of these jobs occur at Personnel Support Activity Detachments (PERSUPPDETs). On the other hand, a striker assigned to a small ship might be assigned to perform only one of these duties — processing either receipts or transfers. As you continue gaining knowledge and experience these tasks will become routine.

You need to become knowledgeable in both of these areas because you, as a PN, are considered the expert in both areas.

This chapter is primarily dedicated to transfers and receipts; however, it contains information about areas associated with transfers and receipts. After reading this chapter, you will be able to identify and describe the procedures related to projected rotation date (PRD), including processing receipts and transfers, permanent change of station (PCS) entitlement policy, PCS allowances, the Navy's Sponsor Program, and case file establishment and maintenance.

PROJECTED ROTATION DATE

A PRD for a member's next duty station is established when assignment orders are written. The PRD is based on an individual's paygrade or projected paygrade (in the case of selectees) at the time orders are written and the distributable community in which the member will serve at the new duty station. The PRD is not affected by advancement or reduction in rate. Normally, a PRD will not be changed once it is established unless there is a change made to the sea/shore tour rotation for the entire community.

RULES FOR ESTABLISHING PROJECTED ROTATION DATES

The rules used to establish PRDs are contained in the *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909, chapter 3. Some of the general rules used for establishing PRDs are as follows:

- All PRD determinations are based on distribution rates and/or Navy Enlisted Classification (NEC), except for overseas areas, which are based on Department of Defense (DOD) tour requirements.
- PRDs never exceed the estimated date of loss to Navy (EDLN).
- PRDs are determined without regard to obligated service (OBLISERV), except for overseas tours.
- PRDs for first-term personnel assigned to type 1 Continental United States (CONUS) shore duty, equal their normal shore tours (NST), according to chapter 3 of the ENLTRANSMAN. However, there are exceptions, and these are covered in chapter 3 of the ENLTRANSMAN.
- Onboard activity PRDs may be preceded by 1 month or exceeded by up to 3 months to satisfy a manning control authority (MCA) requirement.
- Onboard activity PRDs may be preceded by 2 months or exceeded by up to 4 months to satisfy an MCA requirement for E-8 and E-9 personnel.

RECORDING THE PROJECTED ROTATION DATE

After assignment orders are written by the appropriate detailer, a member's PRD is shortly thereafter reflected in the current and ultimate activity's *Enlisted Distribution and Verification Report (EDVR)*. The PRD is eventually recorded on the NAVPERS 1070/605, page 5, of the enlisted service record when a member reports for duty to the new duty station. If the PRD is modified during a member's tour of duty, this change is recorded on the page 5 of the service record along with the authority and the date the PRD change was authorized.

VERIFICATION AND CHANGE OF THE PROJECTED ROTATION DATE

As a PN, you should verify a newly reported member's PRD using your command's EDVR and the

member's orders that direct the member to your command. While verifying a member's PRD, you might find one or more of the following discrepancies:

- PRD has not been assigned.
- PRD appears erroneous.
- The individual is entitled to special tour options (additional OBLISERV, unaccompanied tours, and so on).

If you find one or more discrepancies, you should forward a PRD adjustment request, with a certified copy of service record page 5, to the Assignment Control Authority (ACA), BUPERS (PERS 40) or the Commanding Officer, Enlisted Personnel Management Center (EPMAC) for Seamen, Firemen and Airmen.

NOTE: The PRD cannot be changed by a personnel diary entry.

For more information on PRDs, refer to chapter 3 of the ENLTRANSMAN.

PROCESSING TRANSFERS

As a PN3 or PN2, you will be responsible for processing various types of orders. In chapter 11, overseas travel and orders were discussed. Again, this chapter contains a discussion of PCS orders since PCS orders pertain to the transfer of personnel. In addition to PCS orders, this chapter covers reporting and detaching endorsements, accounting data, items that you must explain to the member before his or her transfer, and advance pay on PCS orders.

The importance of verifying the information on the orders when they are received at your command cannot be overemphasized. You should pay particular attention to the *comply with instructions* contained on the orders. Never overlook an item or consider it irrelevant or unimportant. Always explain "comply with instruction items" contained on the transfer directive if they are in a coded form. Remember, even if items are not in a coded form, some of the information may not be clear or understood by members. Therefore, you should explain it to them.

After orders are received at your command, you should promptly notify the member's division officer and/or department head, as appropriate, of the member's pending transfer. You should have a locally prepared transfer check-off sheet, such as the one shown in figure 12-1 to assist you when processing transfers.

Remember, although all transfers are similar, they are not the same. Each set of orders calls for different requirements. For example, you wouldn't follow the same procedures for a member being transferred overseas that you would follow for a member being transferred within CONUS.

NOTE: Always refer to the appropriate manuals and/or instructions, such as the ENLTRANSMAN, for information and guidance. Never rely solely on your personal experience because information changes so rapidly that you may lose track of all these changes. The manuals and/or instructions are there for your use, and you should always use them.

When you are in doubt about a certain transfer procedure and/or travel entitlement that may have been recently changed, communicate with the source. Here, the source might be commands such as the BUPERS and DFAS. It is always better to obtain the correct, up-to-date information rather than process a transfer or transfers; especially if you suspect the information may have been recently changed, and you did not obtain the correct information.

You should also establish contacts to get help when the need arises. For example, if you are attached to a squadron and you are embarked aboard a ship, talk to the other PNs aboard the ship. They may have information you do not have.

You must always remember that asking questions or getting assistance from others does not mean you are less competent. As a matter of fact, when you ask questions from those who have the answers, it clearly shows your concern for your job. Never be afraid to ask for assistance.

TRANSFER ORDERS AND ENDORSEMENTS

The following section contains information concerning the different types of PCS transfer orders and endorsements.

Enlisted Permanent Change of Station Transfer Order

The Enlisted Permanent Change of Station Transfer Order (PCSTO) is normally used for PCS orders issued by the following authorities:

- BUPERS
- EPMAC

TRANSFER CHECK-OFF SHEET

Use the Transfer Information Sheet, the transfer directive, and the appropriate manuals/publications to make sure all required actions are completed before transfer.

When time permits, follow the deadlines outlined below. However, in all cases, complete the items as far in advance as possible.

- | | |
|--|--|
| <p>1. UPON RECEIPT OF PCSTO OR EPAD</p> <p>a. Send a copy to the EDVR PN for EDVR Section 2 update <input type="checkbox"/></p> <p>b. Prepare a transfer info sheet, attach a copy of the orders, and send them to member's division <input type="checkbox"/></p> <p>c. Call member down to:</p> <p>1) Advise him/her that orders are on board <input type="checkbox"/></p> <p>2) Advise him/her of OBLISERV and screening requirements <input type="checkbox"/></p> <p>3) Explain all special items listed on orders <input type="checkbox"/></p> <p>4) Request from him/her all info you will need to complete the transfer documents <input type="checkbox"/></p> <p>5) Complete the sponsor notification form (NP 1330/2) <input type="checkbox"/></p> <p>2. WITHIN 10 DAYS OF RECEIPT</p> <p>a. Indicate a screening if required by the orders (overseas, recruiting, security duty, etc.) <input type="checkbox"/></p> <p>b. Forward the sponsor form to the gaining command. <input type="checkbox"/></p> <p>c. Prepare an endorsement to the PCSTO and forward it to all intermediate and the ultimate duty stations. <input type="checkbox"/></p> <p>3. WITHIN 30 DAYS OF RECEIPT</p> <p>a. Complete the required OBLISERV documents and forward them to NMPC. <input type="checkbox"/></p> <p>b. Report the completion of the required screening (overseas, instructor, recruiter, etc.) (TRANSMAN) <input type="checkbox"/></p> <p>c. Submit dependent's entry approval request (2-day to 4-week waiting period) (NMPCINST 4650.2) <input type="checkbox"/></p> <p>d. Submit passport request (4- to 6-week waiting period) (NMPCINST 4650.2) <input type="checkbox"/></p> <p>4. 30 - 45 DAYS PRIOR TO TRANSFER.</p> <p>a. Submit PRP. (NMPCINST 4650.2) <input type="checkbox"/></p> <p>b. Prepare STO, if transfer directive is not a PCSTO. <input type="checkbox"/></p> <p>5. 15 - 30 DAYS PRIOR TO TRANSFER.</p> <p>a. Verify you have passports, dependents' entry approval and port call in hand. <input type="checkbox"/></p> <p>b. Ensure that the member is completely aware of the status of his/her transfer orders. <input type="checkbox"/></p> <p>c. Prepare NAVCOMPT 3067. <input type="checkbox"/></p> | <p>d. Prepare page 5 entry. <input type="checkbox"/></p> <p>e. Prepare page 9 entry upon receipt of the transfer eval. <input type="checkbox"/></p> <p>f. Have member verify his/her page 2. Retype if necessary. <input type="checkbox"/></p> <p>g. Request the Risk Factor Screening/Physical Readiness Test Results, OPNAV 6110/2. <input type="checkbox"/></p> <p>h. Prepare page 13 entries for:</p> <p>1) DEERS enrollment certification <input type="checkbox"/></p> <p>2) Advancement status. <input type="checkbox"/></p> <p>3) Screening Suitability Report (ENLTRANSMAN) <input type="checkbox"/></p> <p>4) Sea duty credit. <input type="checkbox"/></p> <p>i. Prepare notice of change of address (OPNAVINST 5112.6) <input type="checkbox"/></p> <p>j. Verify Dependents Care Certificate, OPNAV 1740/2. (OPNAVINST 1750.5) <input type="checkbox"/></p> <p>k. Ensure transfer eval is received. Notify your supervisor if not. <input type="checkbox"/></p> <p>6. 10 DAYS PRIOR TO TRANSFER.</p> <p>a. Forward all necessary documents to Disbursing for payment of advances. <input type="checkbox"/></p> <p>b. Ensure all passport entry approval, travel and household goods shipment actions are complete. <input type="checkbox"/></p> <p>7. 3 DAYS PRIOR TO TRANSFER.</p> <p>a. Have the member complete a Travel Information Form, NP 7041/1. (BUPERSINST 7040.6) <input type="checkbox"/></p> <p>b. Issue the member a checkout card. <input type="checkbox"/></p> <p>c. Ensure original orders and endorsements are returned from Disbursing. <input type="checkbox"/></p> <p>8. 1 DAY PRIOR TO TRANSFER.</p> <p>a. Compile the transfer package. Include:</p> <p>1) The medical, dental, pay, training, and service records <input type="checkbox"/></p> <p>2) File the Personnel Advancement Requirement in the service record <input type="checkbox"/></p> <p>3) File the Career Counselor's report in the service record <input type="checkbox"/></p> <p>4) File the Division Officer's Notebook page in the service record <input type="checkbox"/></p> <p>b. Compile your command file package, which should include a copy of the STO/PCSTO, endorsements, screenings and message reports, the checkout card, the transfer eval, dependent entry approval and any other document deemed appropriate. <input type="checkbox"/></p> <p>c. Submit a diary feeder to the Diary PN. <input type="checkbox"/></p> |
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Figure 12-1.—Sample transfer check-offsheet.

ZCICNLA2802
 RTTUZYUW RUEACNP1440 2022117 UUUU--RULKPEL RULKSAH.
 7NR 180000
 R 210017Z JUL 95 ZYR
 FM BUPERS WASHINGTON DC//PERS400//
 TO RULKSAH/NAVSECGRUACT PENSACOLA FL//JJJ//
 RULKPEL/PERSUPPDET CARRY STATION PENSACOLA FL //JJJ//
 BT
 UNCLAS //N01326// SECT:ON 01 OF 02
 MSGID/GENADMIN/COMNAVM:LPERSCOM//
 SUBJ/BUPERS ORDER//
 RMKS/
 BUPERS ORDER: 2023 123-45-6789/CT02 (PERS-400CG)
 OFFICIAL CHANGE DUTY ORDERS FOR
 CT02 JOHN J. BOAT, USN
 XX
 IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
 MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
 XX
 P A R T O N E
 ----- DETACHING ACTIVITY (M) -----
 WHEN DIRECTED DETACH IN AUG 95 EDD: AUG 95
 FROM NAVSECGRUDET PENSACOLA FL/CSS UIC: 46830

PAGE 02 RUEACNP1440 UNCLAS
 PERMANENT DUTY STATION PENSACOLA, FL
 FROM DUTY ACC: 100
 PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET CARRY STA PNCLA UIC: 43002
 ----- ULTIMATE ACTIVITY (M) -----
 REPORT NOT LATER THAN 31 AUG 95 EDA: 31 AUG 95
 TO NAVSECGRUDET PENSACOLA FL/CC UIC: 46829
 PERMANENT DUTY STATION PENSACOLA, FL
 FOR DUTY ACC: 100
 ASSIGNED RATE: CT02 DNEC1: 9115 DNEC2: PRD: 9609
 PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET CARRY STA PNCLA UIC: 43002
 ----- ACCOUNTING DATA -----
 MAC CIC: 3NDH3123456789
 CIC: AGDH31AD
 PCS ACCOUNTING DATA:
 NDH3 1751453.2252 F 000022 AG DHS/1/A/O DHS123456789
 P A R T T W O
 BUPERS ORDER: 2023 123-45-6789/CT02 (PERS-400CG)
 OFFICIAL CHANGE DUTY ORDERS FOR
 CT02 JOHN J. BOAT, USN
 ----- DETACHING ACTIVITY (M) -----
 PROVIDED NO EXCESS LEAVE INVOLVED, MEMBER IS AUTHORIZED TO
 DELAY 90 DAYS IN REPORTING TO COUNT
 AS LEAVE (MILPERSMAN 1810360). KEEP OLD AND NEW DUTY STATION
 ADVISED LEAVE ADDRESS. FOR CIRCUITOUS TRAVEL AND LEAVE VISITS TO
 FOREIGN COUNTRIES SEE NAVMILPERSCOMINST 4650.2 SERIES, CHAPTER VII,
 SECTIONS A AND E; ALSO SEE MILPERSMAN 3020520.
 SUBMISSION OF NAVPERS 7041/1 NOT REQUIRED.
 COMMAND DELIVERING ORDERS: ENSURE MEMBER HAS A COMPLETED AND
 DOCUMENTED HIV TEST WITHIN TWELVE MONTHS OF EDD. EVERY EFFORT SHOULD
 BE MADE TO ENSURE RESULTS ARE RECEIVED PRIOR TO TRANSFER. HOWEVER,
 IF RESULTS ARE NOT RECEIVED, ENSURE MEMBER'S MEDICAL/DENTAL RECORD
 REFLECTS THAT THE MEMBER'S TEST WAS COMPLETED AND AWAITING RESULTS.
 TEST RESULTS SHOULD BE FORWARDED TO NEW DUTY STATION UPON RECEIPT FOR
 INCORPORATION IN MEDICAL/DENTAL RECORDS.
 TRANSFERRING COMMAND: IF THIS IS A MODIFICATION, PORT CALL
 CANCELLATION/MODIFICATION MAY BE REQUIRED. IF SO, IMMEDIATELY
 CONTACT SERVICING NAVY PASSENGER TRANSPORTATION OFFICE (SEE
 NAVMILPERSCOMINST 4650.2 SERIES).

PAGE 04 RUEACNP1440 UNCLAS
 COMMAND DELIVERING ORDERS AND ULTIMATE COMMAND: DIRECTED TO COMPLY
 WITH MILPERSMAN 1810560 AND OPNAVINST 1740.3 REGARDING THE NAVY
 SPONSOR PROGRAM.
 MEMBER ADVISED: INFORMATION ON ULTIMATE DUTY STATION CAN BE
 OBTAINED FROM YOUR LOCAL FAMILY SERVICE CENTER.
 MEMBER ADVISED: UPON RECEIPT OF ORDERS VISIT YOUR PERSONAL PROPERTY
 TRANSPORTATION OFFICE (PPTO) TO RECEIVE COUNSELING FOR SHIPMENT OF
 YOUR PERSONAL PROPERTY FROM CURRENT DUTY STATION. UPON ARRIVAL AT
 NEW DUTY STATION CONTACT THE PPTO IMMEDIATELY TO PROVIDE THEM WITH
 A TELEPHONE NUMBER WHERE YOU CAN BE CONTACTED.
 ENSURE MEMBER RECEIVES FOLLOWING COPIES THAT MAY BE REPRODUCED FROM
 THE ENLTRANSMAN (FIGURE 24K AND 24L):
 1. PAMPHLET "RENTING IN THE CIVILIAN COMMUNITY" (S/N
 0503-LP-003-0510 ORDER FORM FROM NAVPUBFORMCEN).
 2. DETAILED SALES/RENTAL LISTING DD FORM 1667, 1 NOV 73, (S/N
 0102-019-5501)
 THE DO IT YOURSELF (DITY) HOUSEHOLD GOODS MOVE PROGRAM CAN MEAN
 CASH INCENTIVES TO MEMBERS MOVING HOUSEHOLD GOODS WITHIN THE
 CONTINENTAL U.S. ON PERMANENT CHANGE OF DUTY ORDERS. CONTACT YOUR
 PERSONAL PROPERTY TRANSPORTATION OFFICE FOR INFORMATION.

42NP0033

Figure 12-2.-Sample message Enlisted Permanent Change of Station Transfer Order (PCSTO).

• NRPC

• Any other agency granted order issuing authority by the Chief of Naval Personnel (CHNAVPERS) or the Deputy Chief of Naval Personnel (DCNP)

Look at figure 12-2 which shows parts one and two of a sample message (PCSTO) issued by BUPERS. PCSTO can also be issued by letter.

After your command receives the transfer directive, you should make a COPY and certify it to be true. Stamp

the original transfer directive as original. After you do that, furnish the member with 20 copies of the certified to be true orders.

NOTE: If the member requires additional copies, you should provide them.

Standard Transfer Order

The Standard Transfer Order, NAVCOMPT 536/NAVPERS 1326/11, is used when PCSTO is not provided by the order issuing authority. Refer to figure 12-3 for a sample Standard Transfer Order.

STANDARD TRANSFER ORDER						STANDARD DOCUMENT NO.	
FORM 1000-100/100PERS 1326/11 (REV. 10-79) 1/11 IN 10-1-79-100-1007						6-95	
NAME AND LOCATION OF TRANSFERRED UNIT OR STATION						DATE PREPARED (PREPARED)	
PERSUPDET, ROOSEVELT ROADS, PUERTO RICO						2 JUL 1995	
AUTHORITY						TRAVEL CLASS CODE	
TC B1004/G2						CIC: AMMG41GD	
NAME IN FULL		SSN	PAY GRADE RATE AND NEC		CLASS	BR	PR
1 DOE, JOHN 'J'		123-45-6789	E6-YN1 (0000)		USN	1	1
2 And no others							
PURPOSE OF ORDER (SEE INSTRUCTIONS TO THE FOLLOWING SECTIONS IN THE ORDER FORM)							
INTERMEDIATE STATION				NATURE OF DUTY			
ACC: 341 FTC, NORFOLK, VA. (STUDENT) (UIC:30811) TO ATTEND 4 WKS CAREER INFORMATION & COUNSELING CRS 3192 CLASS 7711 CLCYN 25 AUG 95 RPT NET 22 AUG 95 BUT NLT 2400				TEMPORARY DUTY UNDER INSTRUCTION			
INTERMEDIATE STATION				NATURE OF DUTY			
NONE				FOR FURTHER TRANSFER			
INTERMEDIATE STATION				NATURE OF DUTY			
NONE							
ULTIMATE DESTINATION				NATURE OF DUTY			
ACC: 100 USS WILLIAM V. PRATT (DDG 44) (UIC:5084) at Mayport, Florida				FOR DUTY			
DELAY AUTHORIZED (if needed on leave)		TRAVEL/PROCESSED TIME AUTHORIZED		REPORT NOT LATER THAN		HOURS	
30				DATE: 13 SEP 1995		2400	
NUMBER OF DAYS				ADDRESS WHILE ON LEAVE			
5001 SEMINARY ROAD, FALLS CHURCH, VA 22041				(TEL: 703-567-9010)			
SUPPLEMENTAL INSTRUCTIONS							
COMMAIR CAT 'Z' DIR GOYAIR NOT AVAIL				NEW DUSTA MAILING ADDRESS: USS WILLIAM V. PRATT (DDG 44) FPO MIAMI 34062			
HOMEPORT OF NEW DUSTA: MAYPORT, FL				YOU ARE DIRECTED TO REPORT TO THE APPROPRIATE HOUSING REFERRAL OFFICER PRIOR TO NEGOTIATING ANY AGREEMENT FOR OFF-BASE HOUSING L. M. COPELAND, LCDR, USN			
DISBURSMENT (CHARGEABLE AND APPLICABLE) ACCOUNTING DATA FOR TRAVEL AND PER DIEM EXPENSES INCURRED							
TAC	APPROPRIATION SYMBOL AND FUNDING	OBJECT CLASS	BUREAU CODE	SUB. AUTH. AUTH.	AUTH. ACTG. ACTIVITY	TYPE (REPORT)	PERIOD ACTG. ACTIVITY
PER ACCOUNTING DATA							
NMG7	1741453.2253			G	000022	AM	MG41/G/D
PERIODS PER DIEM ACCOUNTING DATA (See limited to services or backdates of less than 30 months in conjunction with PCS)							
	1741804.2280	000	00022		000022	20	MG41GD
ENTER FOLLOWING IN FISCAL DATA SECTION OF TRANSPORTATION REQUEST FROM PCS ACCOUNTING DATA							
DATE	NAME AS ABOVE	Q21	LEAVE RELATE	NAME AS ABOVE	NAME AS ABOVE	NAME AS ABOVE	ENTER ABOVE AS TRAVEL ORDER NO.
THE FOLLOWING TRANSPORTATION IS AUTHORIZED							
<input checked="" type="checkbox"/> NETWORK		<input type="checkbox"/> CONVAIR		<input type="checkbox"/> BY PRIVATELY OWNED VEHICLE		<input type="checkbox"/> GROUP	
<input type="checkbox"/> TRAVEL INDICATED IS DIRECTED		<input checked="" type="checkbox"/> CHANGE HERE		FROM		TO	
				SAN JUAN P.R.		NORFOLK, VA	
DISBURSING OFFICER IS HERE BY AUTHORIZED AND DIRECTED TO FURNISH SUCH TRAVEL PORTAL/NOVEMBER/1995 AS MAY BE REQUIRED IN THE EXECUTION OF THE ORDER.							
TRANSFER CODE NO.		AUTHENTICATING SIGNATURE		NAME		TITLE	
0001, 10 JUL 1995		I. M. RIGHT		LCDR, USN		PERS OFFICER BY DIR OF CO	
I HAVE READ AND UNDERSTAND THE ORDER AND I HAVE RECEIVED THE RECORDS AND ACCOUNTS AS INDICATED				SIGNATURE OF TRAVELER OR BEHOLD IN CHARGE			
				JOHN 'J' DOE			
DELIVERED/NOTIFIED on 16 July 1995.							
Remarks: "SUPPORT YOUR LOCAL RECRUITER" Call the Navy Recruiting Command's toll-free number (1-800-327-NAVY).							
It is certified that you hold a _____ Basis _____ Completed _____ by _____ + _____ years service.							

86NP0119

Figure 12-3.-Sample Standard Transfer Order (STO), NAVCOMPT 536/NAVPERS 1326/11.

To be more specific, the STO is used for local command-initiated transfers. For example, an STO is issued when orders must be prepared for an individual being transferred for temporary duty (TEM DU) for hospitalization, or when the orders are provided by an

Enlisted Personnel Action Document (EPAD) (fig. 12-4).

You should be aware that EPADs such as the one shown in figure 12-4 are slowly being phased out. They are being replaced by an EPAD facsimile document (fig. 12-5).

DEPARTMENT OF THE NAVY BUREAU OF NAVAL PERSONNEL WASHINGTON, D.C. 20370																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
TO: OFFICER IN CHARGE PERSUPP DET CARRY STATION 640 ROBERTS AVENUE ROOM 102 PENSACOLA FL 32511-5142		NMPC 4 DESK SSN TC DATE		COPY 40 111-22-3333 1683 16 06 94		44																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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***** DATA CONTAINED HEREIN ARE SUBJECT TO THE PRIVACY ACT OF 1974
***** AFFORD PROTECTION FOR SECHAVINST 5211.5C *****

ENTRCHNA 1326-RRI EPAD FACSIMILE DOCUMENT TYPE ACTION - MODIFICATION ACTION DATE - 93 SEP 30 PAGE 1

TO: COMMANDING OFFICER ATTACHED TO UIC U-92116 ACTIVITY - NITC CURRY STA PHCLA CRYPT
NAVTECHPACEN
AND PIERRETS AVENUE HP 112 BASIC ORDERS TC R-2503 AUTH TC - 2724 OFSK CODE - XH
PENSACOLA FL 32511-5130 DETACH DATE 94 MAR DELAY AUTH 30 REASON CIC AGMCHIAN

SSN 123-45-6789 NAME BRAT, JOHN PRESENT RATE C1N2 BRANCH/CLASS USN SEX M

PCS ACCOUNTING DATA - NMC4 1741804.2200 000 00022/1 000022 AG MC41/A/B MC123456789

TEMPORARY PERIOD - 1741804.2200 000 00022/1 000022 2D MC41AB MC123456789

ADDITIONAL INSTRUCTIONS

MEMBER IS ELIGIBLE FOR INTERIM INP SECRET ACCESS. CONTACT THE CENTRAL ADJUDICATION FACILITY FOR FINAL CLEARANCE. COMMAND DELIVERING ORDERS PRIOR TO TRANSFER, ENSURE MEMBER HAS A COMPLETED AND DOCUMENTED HIV TEST WITHIN 12 MONTHS OF EOD. TEST RESULTS MUST BE RECORDED IN MEDICAL/ DENTAL RECORDS PRIOR TO RELEASE. COMPLY WITH ADDITIONAL ITEM(S): 527, 004-SEP-96 SUPERB-400, 094-RUPEB-400 TO ATTEND 11 RKS BULLSEYE RFD MAT

INTERMEDIATE 1 ACTIVITY TO UIC X-30422 ACTIVITY NAME - BTU CRYPTO TRNG NITC CURRY REPORT DATE 94 MAR 23
TYPE ASSIGNMENT 100-TEMPORARY DUTY UNDER INSTRUCTION ACTUAL HP/CITY PENSACOLA FL
FOURTH 1304 CLASS 9001 CONVENING DATE 94 MAR 23 GRADUATION DATE 94 JUN 04 SEA/SHORE 1
ASSIGNMENT RATE C1N2
COMPLY WITH INSTR - 21 00 137 0 21 07 00 137 138 139 510 519 520 540

ULTIMATE ACTIVITY TO UIC R-63086 ACTIVITY NAME - NAVSLECUVACT ADAK AK REPORT DATE 94 JUN 20
TYPE ASSIGNMENT 100-FUR DUTY ACTUAL HP/CITY ADAK AK
ASSIGNMENT RATE C1N2
COMPLY WITH INSTR - R, 149-30 21 00 137 2 07 00 122 123 124 134 157C 15A 171 192 201B 303 520 540
DISCUSSION NO. SPECIAL PROJ. ROTATION DATE 95 JUN EADS 94 MAR 10 PERD 94 MAR 17
PNEC 9271 SNEC 9502 DEPENDENTS PPI K DEPENDENTS SEC 0 SEA/SHORE 3

COMPLY ITEMS

21 - COMPLY WITH MILPERSMAN 1410300 AND 1410320 REGARDING TRAVEL AND AUTHORIZED PROCEED TIME IN EXECUTION OF THESE ORDERS.

***** DATA CONTAINED HEREIN ARE SUBJECT TO THE PRIVACY ACT OF 1974
***** AFFORD PROTECTION FOR SECHAVINST 5211.5C *****

ENTRCHNA 1326-MRI EPAD FACSIMILE DOCUMENT TYPE ACTION - MODIFICATION ACTION DATE - 93 SEP 30 PAGE 2

TO: COMMANDING OFFICER ATTACHED TO UIC R-42116 ACTIVITY - NITC CURRY STA PHCLA CRYPT
NAVTECHPACEN
AND PIERRETS AVENUE HP 112 BASIC ORDERS TC R-2503 AUTH TC - 2723 OFSK CODE - XH
PENSACOLA FL 32511-5130 DETACH DATE 94 MAR DELAY AUTH 30 REASON CIC AGMCHIAN

SSN 123-45-6789 NAME BRAT, JOHN PRESENT RATE C1N2 BRANCH/CLASS USN SEX M

COMPLY ITEMS

00 - THE NAVY'S TEMPORARY LODGES HAVE BEEN ESTABLISHED PRIMARILY TO PROVIDE INTERIM, LOW COST HOUSING TO PERSONNEL ARRIVING IN THE AREA OF THEIR NEW DUTY STATION AND WHILE ARRANGING FOR PERMANENT HOUSING. MANY OF THESE NAVY LODGES ARE NEW, MOTEL TYPE UNITS WHICH WILL ACCOMMODATE FAMILIES CONSISTING OF AS MANY AS SIX MEMBERS AND INCLUDE FACILITIES FOR MEAL PREPARATION. FIRST PREFERENCE FOR UTILIZATION OF THESE ACCOMMODATIONS IS GIVEN TO PERSONNEL ON PCS ORDERS. OPNAV 11107.2 SERIES LISTS LOCATIONS OF NAVY LODGES AND TYPES OF FACILITIES WHICH MAY BE AVAILABLE IN THE AREA OF YOUR NEW DUTY STATION. FOR ADDITIONAL INFORMATION, CALL THE NAVY LODGE RESERVATION CENTER'S TOLL FREE NUMBER: (1-800-NAVY-INN).

137 - COMMAND DELIVERING ORDERS AND ULTIMATE COMMANDS DIRECTED TO COMPLY WITH MILPERSMAN 1810560 AND OPNAVINST 1700.3 REGARDING THE NAVY SPONSOR PROGRAM. MEMBER ADVISED: INFORMATION ON ULTIMATE DUTY STATION CAN BE OBTAINED FROM YOUR LOCAL FAMILY SERVICE CENTER.

0 - PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMAND DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PCS ORDERS COMPLETE THE NAVPERS 7041/1 TRAVEL INFORMATION FORM FURNISHED BY NAVMILPERSCOMINST 7040.1 AND 7040.2. THE PASS/PERSONNEL SERVICE OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO:

* DIRECTOR, NAVY FAMILY ALLOWANCE ACTIVITY (PCSVAD) *
* CLEVELAND, OH 44100-2068 *

42NP0034

Figure 12-5. Sample Enlisted Personnel Action Document (EPAD) facsimile.

PERSUPDETs use the EPAD facsimile documents to prepare the actual Standard Transfer Directive (STD). Figure 12-6 shows a sample front section of an STD.

STDs are prepared by activities having access to a computer system called Standard Transfer Directive Module (STDM). Figure 12-7 shows a young PN3 using the STDM to type an STD. Figure 12-8 shows the same PN3 reviewing the STD for accuracy. Regardless of how the orders are received, always follow additional instructions provided in chapter 23 of the ENLTRANSMAN.

Permanent Change of Station Accounting Data

For PCS (including TEMDU in connection with a PCS), use the accounting data furnished on the transfer directive. In those cases where accounting data is not furnished, you should refer to the *Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy)*, BUPERSINST 7040.6. In block 20 of the STO (fig. 12-3), enter the applicable accounting data as shown in BUPERSINST 7040.6.

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***** DATA CONTAINED HEREIN ARE SUBJECT TO THE PRIVACY ACT OF 1974
***** AFFORD PROTECTION IAN SEGNAVINST 5211.5C *****
STANDARD TRANSFER DIRECTIVE
AUTHORITY: BUPERS TC 82173/X8
OK16 ORDERS 93 OCT 13
ORDER NUMBER 25199-93

*****
DOE, JOHN NMN E-3 HM NAVHOSP
123-45-6789 (0000/0000) USN 6000 WEST HIGHWAY 98
PENSACOLA FL 32512-0003
PERD: 92 JAN 07 SAOS: 96 JAN 06 PRD: 97 APR
UIC: 00203
*****
** SUMMARY OF ORDERS **

PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER SHOWN

1. WHEN DETACHED REPORT NOT LATER THAN 94 JAN 01 2400
TO: STU NAV AV SCHS COM AT PENSACOLA, FL

2. WHEN DETACHED REPORT NOT LATER THAN 94 MAR 31
TO: NAVHOSP PATUXENT RIVER AT PATUXENT RIVER, MD

*****
LEAVE ADDRESS: PHONE:
881 SAILOR CT PENSACOLA FL 32508 904-222-2222

AUTHORIZED: 30 DAYS LEAVE AUTH POV AUTO (PA)
03 DAYS TRAVEL
00 DAYS PROCEED

PHY QUAL FOR TRANS IAN MI: PERSMAN 1330180 AND 1330200

*****
ACCOUNTING DATA:
PCS: NDL4 1741452.2253 C 000022 AT DL4/1/UM DL4123456789
TEMDUINS PER DIEM: 1741804.2230 000 00022/1 000022 2D DL41UM DL4123456789
*****
TRANS ACTIVITY ASSURE LOCATION OF MOBILE UNIT PRIOR TO MEMBER'S TRANSFER.
PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER
NAMED.

UIC 30500 RPT NLT 94 JAN 01 2400
STU NAV AV SCHS COM 341-TEMPORARY DUTY UNDER INSTRUCTION
HOME PORT-CITY: PENSACOLA, FL AT: PENSACOLA, FL

TO ATTEND. 005 WKS NACCS CRS 806E CLASS 9412 CLCVH 94 JAN 04

COMPLY ITEMS:
21 49 137 8 21 47 49 137 138 158 519 519 520 P43
MAILING ADDR: COMMANDING OFFICER
NAVAVSCHSCOM
181 CHAMBERS AVE SUITE C
PENSACOLA FL 32508-5221

```

42NP0035

Figure 12-6.-Sample front section of a Standard Transfer Directive (STD).



Figure 12-7.—A PN3 using the STDM.



Figure 12-8.—A PN3 reviewing an STD.

Refer to BUPERSINST 7040.6 when you need to obtain PCS accounting data. If you have difficulty determining the accounting data, ask your supervisor for assistance. If you and your supervisor are unable to determine the correct accounting data, contact the order issuing authority. If you are ashore, use the telephone; if you are on a ship, send a message.

There may also be times when Temporary Duty Under Instruction (TEMDUINS) accounting data is not provided in the transfer directive. In this case, immediately contact the order issuing authority. The order issuing authority will provide this information via an order modification (ORDMOD) shortly after the request for the TEMDUINS accounting data is received. Similarly, when PCS accounting data is not initially provided in the transfer directive, and the order issuing authority is requested to provide such data, the order issuing authority issues it by ORDMOD.

Reporting and Detaching Endorsements

When traveling under PCS orders, TEMDU (regardless of length) at intermediate stations is accounted for by the Reporting (Arrival) Endorsement to Orders, NAVCOMPT Form 3068, and the Detaching

(Departing) Endorsement to Orders, NAVCOMPT Form 3067. The Reporting Endorsement is used as the final endorsement when a member reports for duty on PCS orders.

BRIEFING MEMBERS BEFORE TRANSFER

Always brief transferring members before they are transferred. The following subjects should be covered:

- That records and accounts should be delivered to the new commanding officer. That member is responsible for reporting to the new duty station with all records and accounts, as well as his/her personal effects.

- That personnel under orders, including authorized delay, are considered to be attached to the ultimate destination or the next designated intermediate station. If, in cases of emergency, the member is unable to contact these activities, he/she should contact the nearest known naval activity. If a member is ordered to a ship and the ship to which he or she is ordered is not in port, the member should report to the nearest naval activity.

- That members ordered to a command serviced by the Personnel Administrative Support System (PASS) should be informed as to their ultimate duty station and which Personnel Support Activity Detachment (PSD or PERSUPPDET) they should check into for administrative and/or accounting purposes.

- That in the case of illness or accident, the member should notify the nearest known naval activity immediately and request instructions.

- That, if leave is granted, the member is responsible for receiving any communications forwarded to the leave address on the orders. That, if leave is canceled, the member must return immediately.

- That the contents of orders and whereabouts of ships and personnel must not be divulged to unauthorized persons.

- That a copy of the orders (in the case of a locally prepared STO and/or STD) is being mailed directly to the ultimate destination so the gaining command knows the actual arrival date. (You should also mail a copy to any intermediate duty stations.)

- That personnel must cooperate with Shore Patrol and Armed Services Police at all times and conduct

themselves in a professional military manner, remembering that misconduct will be cause for disciplinary action.

- That current regulations do not authorize transportation of dependents to intermediate locations at government expense, and where temporary duty (TEM DU)/temporary duty under instruction (TEM DUINS) has been directed; that personnel occupying government family quarters at their old duty station are authorized to retain such quarters up to 20 weeks until reporting to their ultimate duty station.

- That personnel traveling aboard government-owned or government-operated aircraft may wear civilian clothes provided they are in good taste and not in conflict with acceptable attire. This is, of course, provided it is not otherwise directed.

- That personnel arriving before the "report not earlier than" date specified in the orders when TEM DU is directed will be given the option of either remaining in a leave status until the required reporting date or terminating leave status and reporting on the date of arrival. In the later case, the member must understand that per diem will not commence until the date he/she is required to commence the TEM DU directed by the orders.

- That recent series of terrorist hijackings provide clear evidence that DOD personnel are being singled out as targets for attack. Explain to the member that although the chance of becoming a victim of terrorism is remote, personnel traveling to or through a high-threat area/airport are vulnerable to terrorist attacks and to exercise caution.

- That personnel transferring to deployed activities may encounter transportation delays in reaching their duty station. They must be prepared to meet lodging and meal expenses they will incur during such delays.

Brief the member on additional items listed in chapter 23 of the ENLTRANSMAN.

ADVANCE PAY ON PERMANENT CHANGE OF STATION

Advance pay is intended to enable a member to have sufficient money to move without having to contact disbursing officers en route. Advance pay should prevent the member from having to submit claims at his/her new duty station until settled in the new residence and reported for duty.

A member may be paid an advance in pay upon PCS, except PCS incident to separation from the service or trial by court-martial. Advance payments on PCS within the same geographical area are only authorized when the member is entitled to ship household goods (personal property) at government expense under Chapter 5 of the *Joint Federal Travel Regulations (JFTR)*, Volume 1, NAVSO P-6034. Generally, such shipments are prohibited under JFTR, Volume 1, paragraph U5317, for PCS in the same geographical area (defined as within the corporate limits) as the member's prior duty station, home port, or place from which ordered to active duty. This restriction does not apply to no-cost PCS orders outside the geographical area.

Normally, requests for advance pay are limited to 30 days before departure and 60 days after reporting to a new permanent duty station. However, under extenuating circumstances, severe hardship, or unusually large expenses when clearly justified, a member may request advance pay up to 90 days before the scheduled date of departure and not to exceed 180 days after reporting to the new permanent duty station.

The member may request 3 months advance pay and liquidation up to 24 months. All members requesting advance pay must sign an Advance Pay Certificate/Authorization, such as the one shown in figure 12-9.

Commanding officers or their representatives must provide written approval for the following:

- Members in paygrade E-3 and below requesting advance pay
- Any advance pay request for more than 1 month
- Repayments greater than 12 months
- Request for advance pay prior to 30 days before departure or 60 days after arrival at the new permanent duty station
- Justification by the member is required for the following:
 - More than 1 month of advance pay, less deductions
 - More than a 12-month repayment schedule
 - Advance outside the window of 30 days before departure to or 60 days after arrival at the new PCS station

The member should submit the justification on a Special Request Authorization, NAVPERS 1336/3, which is also known as a request chit. If additional space is required, the member may attach a memorandum to the request chit with additional details.

Before approval of a request for advance pay, COs should make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. COs should use their discretion to limit advance pay if the member demonstrates or has demonstrated fiscal immaturity.

A member who requests advance pay under article 2650100 of the MILPERSMAN, which discusses advance pay on PCS, must be advised that the advance may be paid off in one lump sum at anytime within the authorized repayment period. Advise the member that the total pay due after a move, including dislocation allowance (DLA), travel allowances, rations, basic allowances for quarters (BAQ), and basic pay, may be used to pay off the loan provided it equals or exceeds the advance pay.

The repayment period is scheduled to liquidate the advance pay before the member's expected date of separation. Also, liquidation is scheduled for completion before the start of a subsequent PCS move.

Members in one of the following statuses must meet the criteria for PCS for that purpose of advance pay on PCS:

- A call to extend active duty of a reservist, a retired member, or a member of the Fleet Reserve (FLTRES)
- A duly authorized change of home yard or home port
- On orders to a duty station upon reenlistment after a break in service

For more information on advance pay, refer to JFTR, paragraph U8014, which provides guidance for advance payment of BAQ and variable housing allowance (VHA).

PERMANENT CHANGE OF STATION ENTITLEMENT POLICY

Servicemembers who are ordered to make a PCS move are entitled to personal travel and transportation allowances under chapter 5 of the JFTR. No command can deny any of the travel and transportation allowances or entitlements associated with PCS movement of a

ADVANCE PAY CERTIFICATION/AUTHORIZATION

PART I - PURPOSE

The purpose of an advance of pay incident to a PCS is to provide a Service member with funds to meet the extraordinary expenses of a Government ordered relocation.

An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements if such advances are used. The Service member may be authorized an advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside of the scope of those entitlements:

- | | |
|--|--|
| a. Overseas station housing allowance; | c. Service member and/or dependent travel allowances and per diem; |
| b. Dislocation allowance; | d. Basic allowance for quarters and/or variable housing allowance; |

An advance of pay for a PCS move in the same geographic area of a Service member's prior duty station, home port, or place from which ordered to active duty, is only authorized when the Service member moves his/her household effects at Government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographic area is paid.

An advance of pay is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the Service member's PCS orders.

PART II - MEMBER CERTIFICATION

PENALTY. The penalty for willfully making a false claim/statement is: A MAXIMUM FINE OF \$10,000.00 OR MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)

I have read and understand the Navy's policy on advance pay incident to a PCS. I hereby certify that the intended use of these funds is in accordance with the stated purpose.

a. Name (Last, First, Middle Initial)	b. Social Security Number	c. .x/Rate
---------------------------------------	---------------------------	------------

d. Signature

e. Date

PART III - REQUEST

a. I request:

- ☐ 1-month advance pay (Part VI must be completed if member is pay grade E-3 and below).
- ☐ 2-months advance pay (Parts IV and VI must be completed).
- ☐ 3-months advance pay (Parts IV and VI must be completed).

b. I request a repayment schedule* of:

- ☐ 1-12 months (Part VI must be completed if member is in pay grade E-3 and below)
- ☐ 13-24 months (Parts V and VI must be completed regardless of pay grade).

* Repayment schedule cannot exceed member's PMS, or EAS.

c. I request payment of the advance pay:

- ☐ 1-30 days before detaching and 60 days after reporting to my next PDS.
- ☐ 31-90 days before my PCS transfer (Parts IV & VI must be completed).
- ☐ 61-180 days after arrival at my PDS (Parts IV & VI must be completed).

PART IV - CERTIFICATION OF EXPENSES

Expenses (Actual or Anticipated):

a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____
d. _____	\$ _____
e. _____	\$ _____

Attach extra sheets if necessary.

Explanation of the circumstances where greater than normal expenses might be incurred or circumstances requiring an early or late payment of advance pay:

86NP0121

Figure 12-9.—Advance Pay Certificate/Authorization.

86NP0122

12-13

servicemember from one permanent duty station (PDS) to another. Issuance of a PCS order does not in and of itself carry travel and transportation entitlements. The orders must be read to determine if there is, in fact, a change of permanent station and not just a change of activity.

The following paragraphs contain a discussion on situations that affect the PCS entitlement policy.

TRANSFER BETWEEN TWO NONSHIPBOARD ACTIVITIES LOCATED IN THE SAME PDS LOCATION WITHIN CONUS

A servicemember transferring between two nonshipboard activities/unit identification codes (UICs) and/or units located within CONUS at the same PDS location has no PCS entitlements. However, if the service member's household relocation is mission essential and in the best interest of the government, a local move of household goods (HHG) may be authorized if the commanding officer issues a statement that such a local move is necessary as a direct result of the transfer. For the purpose of DLA, PCS includes relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities.

TRANSFER BETWEEN TWO NONSHIPBOARD ACTIVITIES IN PROXIMITY TO EACH OTHER BUT NOT AT THE SAME PDS LOCATION

A servicemember transferring between two nonshipboard activities or units in proximity to each other but not at the same PDS does have a personal travel and transportation entitlement. However, the member does not automatically have HHG shipment, dependent travel and transportation, or DLA entitlement.

Normally, shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other. However, if the gaining CO issues a statement that HHG shipment is mission essential and in the best interest of the government and appropriate accounting data is provided by CHNAVPERS (PERS 4) in the PCS order, HHG can be authorized.

Remember, if the PCS order does not have the appropriate accounting data, a request for a modification

to the PCS order must be submitted to PERS 4 before executing the orders to obtain the accounting data.

PDSs are in proximity to each other when they are both in an area ordinarily serviced by the same local transportation system and servicemembers could reasonably commute daily from home to either PDS. Figure 12-10 is an example of such a change in PDS.

PCS ORDERS BETWEEN SHIPS IN THE SAME HOME PORT OR BETWEEN A SHIP AND SHORE ACTIVITY IN THE VICINITY OF THE SAME HOME PORT

PCS orders between ships in the same home port or between a ship and a shore activity in the vicinity of the same home port may be issued without accounting data for HHG shipment or dependent travel and transportation. If household relocation will occur and accounting data was not issued in the PCS order, your command should send a request for a modification to the PCS order to include appropriate accounting data to PERS 4 before executing them.

EFFECTIVE DATE OF PCS ORDERS

The effective date of PCS orders is important for determining entitlement for transportation of dependents and shipment of HHG. The basic definition

A servicemember receives PCS orders to detach from the Navy Yard, Washington, DC. The servicemember is to report to a place located 3 miles outside the Washington, DC, corporate limits. The servicemember could commute daily to the new PDS from the same residence occupied while assigned to the old PDS (Washington, DC). In this case there is no entitlement to movement of HHG, dependent travel and transportation, or DLA. However, the servicemember is entitled to personal travel and transportation allowances incident to the transfer.

If the servicemember relocates the household, there aren't any PCS entitlements, unless the gaining CO issues a statement that the relocation was necessary as a direct result of the PCS and appropriate accounting data is provided by PERS 4.

Figure 12-10.-Sample change in PDS.

of the effective date of PCS orders is contained in JFTR Volume 1, Appendix A, and the glossary of this training manual. For orders amended, modified, canceled, or revoked, the effective date is per JFTR Paragraph U2140-A. The effective date of orders for some specific types of orders is shown in the following paragraphs:

Orders Involving Change of Home Port. The effective date of orders involving a change in home port of a ship, ship-based staff, squadron, or other afloat-based mobile unit is the date announced by the Chief of Naval Operation (CNO), normally by message.

Orders Involving Change for PDS Location of Shore-Based Mobile Units. The effective date of orders involving a change of PDS location of a shore-based mobile unit is the date following the announcement of the change by the CNO on which the servicemember must commence travel to the new station for the purpose of remaining and performing normal duties. This is regardless of whether the travel is commenced before or after the announced effective date of the change.

Release From Active Duty Orders. The effective date of orders for release from active duty is the date of release.

REIMBURSEMENT RULES FOR PRIVATELY-OWNED CONVEYANCE (POC) TRAVEL

The general reimbursement rules for POC travel incident to PCS travel are based on the number of people traveling at the same time. Some rules are as follows:

- If servicemember and dependents travel between PDSs in one POC, the per mile rate paid is for one POC based on the number of travelers. If the servicemember travels separately from dependents, the servicemember is paid a per mile rate.

- The payment for dependents is a per mile rate based on the number of dependents traveling together. No specific authority for more than one POC is needed as the group (the dependents in the case) are using only one POC. Per diem is also paid.

- Unless authority is granted for payment based on two POCs, and the servicemember and dependents travel together using more than one POC (or if five or more dependents travel together using more than one POC), the per mile rate for one POC and the number of travelers is paid.

- Payment may be made for use of more than one POC by the group traveling together only if permission is received under JFTR, paragraph U5205-A2. If permitted, the per mile rate is paid for each POC based on the group traveling together.

- Commanding officers may approve payment for the use of more than one POC by a group traveling together if there are five or more travelers in the group. They may also approve payment when a dependent needs special accommodations. Specifics are in the JFTR.

- If less than five travelers are involved, payment for use of more than one POC is unlikely. A servicemember, who believes a valid reason exists for needing more than one POC for less than five travelers, may submit a request via the servicemember's commanding officer to the Chief of Naval Personnel (PERS 201) either before or after execution of orders. Details must be provided. Owning a compact car(s) is not a valid reason.

- In the situations described in JFTR, paragraphs U5205-A2C or U5205-A2e (dependents travel separately from the servicemember due to official reasons), reimbursement for such travel is not made unless supported by a statement from the service member certifying the circumstance involved.

Additional information concerning translation of a privately-owned vehicle (pov) is contained in the PCS allowance section discussed later in the chapter.

HOUSEHOLD GOODS SHIPMENT AND STORAGE ENTITLEMENT POLICY

Some of the conditions under which servicemember are entitled to HHG shipment and storage are listed in this section. Additional information concerning HHG shipment and storage is contained in Article 6810115 of the MILPERSMAN.

Servicemember are entitled to shipment of HHG incident to PCS orders according to chapter 5, Part D, of the JFTR volume 1.

Shipment of a lesser weight of HHG is authorized incident to temporary duty (TEM DU) or temporary additional duty (TEMADD) according to chapter 4, Part H of the JFTR, Volume 1.

Instead of shipment, nontemporary storage (NTS) is authorized in connection with PCS orders according to JFTR, paragraph U5380.

Temporary storage is storage authorized in connection with a shipment of HHG. Temporary storage of HHG is cumulative; that is, items may be stored at origin point, in transit, at destination, or any combination of these.

TRAVEL AND TRANSPORTATION OF CHILDREN OF SERVICEMEMBER-MARRIED-TO-SERVICEMEMBER

For travel and transportation purposes, children of servicemember-married-to-servicemember parents may travel under either but not both parents' PCS orders. The entitlement to travel and transportation allowance, DLA, and station allowances is based on children accompanying a servicemember parent and not based on BAQ dependency. One parent may draw travel and transportation allowances on behalf of the children, DLA, and station allowance at the *with dependent rate* while the other parent draws BAQ at the *with dependent rate* on behalf of the same children.

For additional information concerning PCS entitlement policy, refer to Article 6810100 of the MILPERSMAN.

CONSECUTIVE OVERSEAS TOURS LEAVE TRAVEL ENTITLEMENT POLICY

Consecutive overseas tours (COT) leave travel is described in the JFTR, paragraph U7200. A servicemember who received COT leave travel cannot receive any incentive under the Overseas Tour Extension Incentive program for the same overseas tour.

A servicemember, who is stationed outside CONUS and whose orders meet the following criteria is entitled to receive COT travel:

- A COT at the same PDS involving two full DOD area tours
- Make a PCS from one PDS outside CONUS to another PDS outside CONUS
- Make a PCS to/from one PDS outside CONUS from/to a ship expected to operate in an overseas area for a contemplated period of 1 year or more

For additional information concerning consecutive overseas tour leave travel entitlement policy, refer to Article 6810300 of the MILPERSMAN and JFTR U7200.

CHANGE OF HOME PORT

The change of home port of a ship, mobile unit, or afloat staff is a PCS (except for servicemember travel). The CO may issue a change of home port/PDS certificate. You should refer to chapter 15 of the ENLTRANSMAN for additional information concerning issuance of change of home port/PDS certificates.

PERMANENT CHANGE OF STATION ALLOWANCES

The information in this section provides a general description of the PCS travel entitlements. The application of entitlements depends on various factors and circumstances surrounding the PCS travel and can be difficult to apply if you, the PN, are not totally familiar with the member's individual travel situation. Specifically, this section contains a discussion on member and dependent travel and transportation allowances, transportation and storage of HHG, transportation of unaccompanied baggage, transportation of POV, mobile home allowance, dislocation allowance, temporary lodging expense, and temporary lodging allowance.

MEMBER AND DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

When a member is required to travel in compliance with orders, the government either furnishes the transportation or reimburses the member at rates established by law and prescribed in the JFTR. Generally, members may select the mode of transportation—for example, airplane, train, bus, or POC for travel between the old and new PDS and the method of reimbursement. However, in some instances a particular mode of travel may be directed for the member (but not for dependents).

For computation of travel time when a directed mode is not used, you should refer to JFTR, paragraph U5160-E. For the types of reimbursement authorized for the member's travel incident to a PCS, refer to JFTR, paragraph U5105; and for a member's travel to the first PDS, refer to JFTR, paragraph U5108-D.

TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS

Members directed to make a PCS are entitled to transportation of HHG. The amount of weight the member is entitled to have shipped or stored depends

on the member's grade and whether the member has dependents. However, the amount that may be shipped to a specific location to which a member is being assigned may be administratively limited by the Navy. For example, under JFTR, paragraph U5310-B, an E-6 with dependents is entitled to ship or store 11,000 pounds of HHG. If the member was transferred between two stations, both in CONUS, the full 11,000 pounds of HHG could be shipped to the new location. However, if the member was transferred to a location outside CONUS which is "weight restricted" because government-owned furniture is available, only a portion of the member's weight allowance could be shipped to the overseas duty station. The remainder could be placed in NTS.

Generally, any portion of the member's authorized HHG weight allowance that the member elects not to ship may be placed in NTS. HHG that are precluded from shipment by the government to a specific area due to an administrative weight restriction may be placed in NTS until the member's next PCS. In connection with a shipment of HHG, a member is also entitled to temporary storage, unless prohibited under the JFTR. This storage may be authorized at the point of origin, in transit, at destination, or any combination of these. The purpose is to provide temporary storage of HHG until a member arranges for a new permanent residence.

TRANSPORTATION OF UNACCOMPANIED BAGGAGE

Unaccompanied baggage is that portion of the HHG weight allowance that is normally shipped separately from the major items of furniture. The purpose of providing an unaccompanied baggage shipment is to allow shipment of HHG needed for interim housekeeping immediately or soon after the member's (or dependents') arrival at destination, pending the arrival of the bulk of the shipment. The weight of unaccompanied baggage shipped at government expense incident to a PCS may be limited by the Navy.

TRANSPORTATION OF PRIVATELY OWNED VEHICLE

A member ordered to make a PCS to, from, or between stations outside CONUS, or upon official change in home port of a vessel or mobile unit, maybe authorized to have one POV owned or on a long-term lease by the member or dependent(s) shipped to the port serving the member's new PDS or other place as authorized in the JFTR. The vehicle must be for the

member's personal use or for the use of the dependents. However, there are some limitations, restrictions, or prohibitions on the shipment of POVs.

MOBILE HOME ALLOWANCE

A member ordered on a PCS, or in the case of the member's death, the member's dependents, who would otherwise be entitled to shipment of HHG at government expense, is entitled to any combination of the allowances prescribed in the JFTR for transportation and temporary storage of a mobile home from the old PDS to the new PDS or between points otherwise authorized. Except as provided in JFTR, paragraph U5505-B, such allowances are in lieu of the transportation of baggage and HHG. These allowances are only authorized for transportation of a mobile home within CONUS, within Alaska, and between CONUS and Alaska.

DISLOCATION ALLOWANCE (DLA)

A discussion of DLA can be found in chapter 8 of this TRAMAN. DLA is briefly discussed here because it pertains to information contained in this chapter.

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the household upon a PCS or incident to an evacuation when quarters are not assigned. The amount payable as a DLA is determined by the member's dependency status and the rate of the BAQ prescribed for the member's grade.

CONUS TEMPORARY LODGING EXPENSE

Temporary lodging expense (TLE) was also discussed in chapter 8 of this TRAMAN. It is discussed here because this chapter deals with allowances and TLE is an allowance that certain members are entitled to receive in connection with PCS orders.

TLE is paid in CONUS under the JFTR, Volume 1, chapter 5, part H. TLE is intended to partially offset the cost of occupying temporary lodging incident to a PCS move.

Refer to the JFTR, Volume 1, chapter five, part H, and MILPERSMAN, Article 2640400, for additional information concerning temporary lodging expense.

TEMPORARY LODGING ALLOWANCE

Temporary lodging allowance (TLA) was also discussed in chapter 80 of this TRAMAN. It is discussed here because it is an allowance that is authorized in connection with PCS to certain members.

TLA is a PCS allowance payable incident to initially reporting to an overseas PDS, detaching from an overseas PDS, or under certain other circumstances. It is authorized to partially reimburse a servicemember for more than normal expenses incident to the use of temporary lodgings outside CONUS.

TLA cannot be paid at the same time as overseas housing allowance (OHA) or cost-of-living allowance (COLA) except under conditions specified in JFTR, Volume 1, paragraph U9100-C4. TLA is not payable for a member or on behalf of a dependent acquired subsequent to the effective date of PCS orders while they are initially seeking a residence.

Refer to the glossary contained in this TRAMAN for the definition of effective date of orders.

Refer to the JFTR, Volume 1, chapter 9, part C, and MILPERSMAN, Article 2640330, for additional information concerning overseas TLA.

PROCESSING OF NEW RECEIPTS

Processing new personnel when they report aboard requires attention to a number of details. To make sure that all receipt procedures are followed, you should develop and use a check-off list containing all the actions required in checking-in personnel. This check-off listing should satisfy your local command's requirements.

You should become familiar with the manuals and instructions necessary to properly complete all the check-in requirements and to make sure all actions are completed. Important manuals include the ENLTRANSMAN, *Source Data System Procedures Manual* (SDSPROMAN), and the MILPERSMAN.

In the following paragraphs, various check-in procedures are covered and include precheck-in procedures, check-in procedures, verification and purging of service records, travel claims, receipt endorsements, and other administrative procedures that are required in the receipt of new personnel.

PRECHECK-IN PROCEDURES

When you receive an assignment directive for a prospective gain, take the following actions:

1. Annotate the EDVR to show the receipt of the assignment directive or enter the appropriate information by pen-and-ink change if not already listed.

2. File the assignment directive in a receipts tickler file in alphabetical order by transfer month to await the receipt of a copy of the transferring command's completed orders. If the orders are not received before the first of the month following the indicated transfer month, request a copy from the transferring command.

3. Forward a sponsor letter and welcome aboard material in all cases as indicated in MILPERSMAN, Article 1810580.

4. Upon receipt of the orders from the transferring command, verify that the member is being directed to proceed to the correct port. If not, advise the transferring command by message. Make sure you retain a copy of the message you have sent to the member's transferring command concerning correct routing instructions.

CHECK-IN PROCEDURES

An important responsibility you will have is the reception extended to a new member on board. All too often reporting personnel are treated as intruders instead of welcome members by the command's team. The initial impression that you give of yourself and the command is very important. It is essential that you receive new personnel in a friendly manner, welcoming them aboard, and assisting them in anyway that you can. Remember the customer service skills discussed in chapter 1 of this TRAMAN.

You will be responsible for assisting them in the completion of various forms such as travel claims or perhaps a new page 2. It will also be your job to answer any questions new personnel may have, or to refer them to the appropriate person who can give them the information they need. Whenever a new person checks in to your command, always remember that you should put his or her concerns ahead of yours. You should take your time and complete all the necessary forms and obtain all the needed information from the member on his or her initial reporting. This will make sure that all actions are completed in a timely manner and prevent unnecessary delays caused by inattention to detail on your part.

Immediately verify the service record with the individual at the time when the member is received aboard. Completing this action cannot be overemphasized. Verifying the service record must be accomplished during the receipt process to make sure that the record is correct and completely up to date, and also that information concerning the individual on the EDVR is correct.

In conducting the record verification upon receipt, you are ensuring that the service record data is correct before the record is filed away and either forgotten or neglected because of higher priority tasks. Take the necessary steps to correct any deficiencies in the record, such as missing transfer evaluations or service record entries. The verification process will not only improve your service to the member, but it may save you and the command from future embarrassment.

Verification of Service Records

Whenever personnel report aboard regardless of their paygrade, one of your responsibilities is to verify the service record together with the member. This verification is necessary so any discrepancies noted can be corrected on the spot or shortly thereafter. You may be asking yourself how this is done. Well, here are some of the steps you should take.

1. Review all the information on your command's EDVR and make sure that all information pertinent to the member is correctly reflected in the EDVR. If you find mistakes, write them down on a separate sheet of paper so you may take corrective action at a later time. Review both sides of the enlisted service record.

2. Make sure that the appropriate pages on the right-hand side of the service record are all accounted for. Make sure that pages requiring the member's complete name, social security number, and branch are completed. If you notice that pages do not contain this information, or are partially completed, you should type in this information.

3. If the service record needs to be replaced, replace it and neatly identify the new service record as being the member's. Use a label-maker, if possible, to make up the member's name, social security number, and branch of service; otherwise, neatly write the information thereon.

4. If you determine that an action is required based on service record verifications and you need to send messages or letters outside the command, make sure you establish an action tickler. This is necessary so that

you can make sure that the required action is currently completed.

Purging Service Records

Purging of service records was discussed in chapter 5 of this TRAMAN. Since the verification of service records was discussed here, it is necessary to once again remind you that you should also purge service records whenever you receive new personnel on board your command.

Service records should always be purged upon a member's arrival to a command, whether it be for TAD, TEMDU, or permanent duty. For members who are serving on permanent duty at your command, you should purge their records at least annually and upon their permanent detachment. You can, however, purge them as often as necessary.

The documents you purge from the service record should be documents that have served their purpose and are no longer needed to be filed in the service record. You should use common sense in this matter. If in doubt, ask your supervisor if a document or documents should remain in the service record.

Do not discard documents. You should give all the documents you purge from service records to the respective individual. You should also explain to them that they should keep these documents as long as they can or for future reference.

Travel Claims

Upon members check-in, you should furnish him/her the forms necessary to file travel claims, dependent's travel claims, and DLA, if applicable. Copies of the front section of both member and dependent travel claims are shown in figures 12-11 and 12-12 respectively.

If a dependent's claim for DLA is filed, it must be supported by the previous NAVPERS 1070/602. If the previous Page 2 has been lost or destroyed, the claim(s) should be supported by an updated copy. Forward completed claims with the original and copies of orders and endorsements to the disbursing office so that the claim can be settled promptly.

Information and instructions on the completion of travel claims for both member and dependents is found in the *U.S. Navy Travel Instructions (NTI)*, NAVSO P-1459.

TRAVEL VOUCHER OR SUBVOUCHER				(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)		S/N 0102-LF-013-2803	
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.				10. FOR DO USE ONLY			
LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type)			GRADE/RANK	SSN		DO VOUCHER NO.	
CHECK MAILING ADDRESS (Include Zip Code)			DUTY PHONE NO.		SUBVOUCHER NO.		
ORGANIZATION AND STATION				PAID BY			
TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders)							
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, Place paid, or DU Station No. If none, so state)							
1. ITINERARY (See Item 23 for Symbols)				2. COST OF LODGING		3. NUMBER OF MEALS	
DATE		LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	BOOK	TRAVEL	REASON FOR STOP	POC MILES
19		DEP					
		ARR					
		DEP					
		ARR					
		DEP					
		ARR					
		DEP					
		ARR					
		DEP					
		ARR					
		DEP					
		ARR					
		DEP					
		ARR					
		DEP					
		ARR					
5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)				COMPUTATIONS			
DATE	NATURE AND EXPLANATION			AMT CLAIMED	ALLOWED		
				SUMMARY OF PAYMENT			
				Per Diem			
				Actual Expense			
				Mileage or Transp Allowances			
				Reimbursable Expenses			
				Total Entitlement			
				Less Previous Payments			
				Less Voucher Deductions			
				Amt Charged to Acctg Class			
				11. PAYMENT DESIRED			
				<input type="checkbox"/> CHECK <input type="checkbox"/> CASH			
8. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____				12. <input type="checkbox"/> PER DIEM REQUESTED			
9. POC TRAVEL <input type="checkbox"/> OWNER/OPERATOR (See Item 22d) <input type="checkbox"/> PASSENGER				13. BAS RATE			
PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)							
I hereby claim any amount due me. The statements on fact, reverse, and attached are true and complete. Payment or credit has not been received.				14. SIGNATURE OF CLAIMANT		DATE	
15. ACCOUNTING CLASSIFICATION							
16. COLLECTION DATA							
17. COMPUTED BY		18. AUDITED BY		19. TVL RCRD POSTED BY		20. RECEIVED (Payee signature and date or check no.)	
						21. AMOUNT PAID	

DD FORM 1351-2
 1 JUN 78

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED.

Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

86NP0123

Figure 12-11.—Travel Voucher or Subvoucher, DD Form 1351-2.

VOUCHER CLAIM FOR DEPENDENT TRAVEL AND DISLOCATION OR TRAILER ALLOWANCE <i>(Complete with ink, ball-point pen or typewriter, DO NOT use lead pencil.)</i>				USE REVERSE FOR CONTINUATION OF ITEMS IDENTIFYING BY ITEM NUMBERS	BUREAU VOU NO.	SUBVOUCHER NO.	DD VOUCHER NO.
PAYMENT FOR					PAYMENT DESIRED		PAID BY
MILEAGE (Civ. Empl.)			MONETARY ALW IN LIEU OF TRNSPN (MEMBER)		CASH		
DLA (Member) (See reverse)			TLR ALW (Member)		CHECK		
ACTUAL TRNSPN COST (Member/Civ Empl)			OTHER (Specify)				
TRAVEL AUTHORITY (PCS Orders, Dependent Travel Authorization, if issued, etc.)							
LAST NAME-FIRST NAME-MIDDLE INITIAL (Print/Type)					GRADE/RANK	SSN	
CHECK MAILING ADDRESS					DUTY PHONE NO.		
ORGANIZATION AND STATION							
I. DEPENDENTS TRAVEL							
THE FOLLOWING PERSONS WERE MY DEPENDENTS ON EFFECTIVE DATE AND PERFORMED TRAVEL AS CLAIMED UNDER AUTHORITY STATED ABOVE, WITH INTENT OF ESTABLISHING A BONA FIDE RESIDENCE AT DESTINATION. NONE OF THE DEPENDENTS SHOWN WAS A MEMBER OF THE UNIFORMED SERVICES OF ACTIVE DUTY. TRAVEL COVERED BY THIS CLAIM REPRESENTS THE ENTIRE TRAVEL OF ALL MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS INDICATED IN REMARKS ON REVERSE.							
NAME	RELATIONSHIP	BIRTHDATE OF CHILDREN	MODE OF TRNSPN (TR NO. WHEN USED)	FROM	TO		
TRAVEL FROM (Check one)				TRAVEL TO (Check one)			
LAST PERMANENT STATION				NEW PERMANENT STATION			
OTHER THAN LAST PERMANENT STATION				OTHER THAN NEW PERMANENT STATION (COMPLETE BONA FIDE RESIDENCE BLOCK BELOW)			
HOME OR PLACE FROM WHICH LAST ORDERED TO ACTIVE DUTY				FIRST PERMANENT STATION			
LAST DUTY STATION				HOME, HOME OF SELECTION, OR PLACE FROM WHICH ORDERED TO ACTIVE DUTY			
ROUND TRIP TRAVEL IN CONNECTION WITH CIVILIAN EMPLOYEES RENEWAL AGREEMENT							
BONA FIDE RESIDENCE UNTIL FURTHER GOVERNMENT TRANSPORTATION IS AUTHORIZED (7001. JTR) DEPENDENTS WILL ESTABLISH A BONA FIDE RESIDENCE. Show complete address.							
DEPENDENT'S ADDRESS ON RECEIPT OF ABOVE TRAVEL AUTHORIZATION							
ADDRESS TO WHICH DEPENDENTS LAST TRANSPORTED AT GOVERNMENT EXPENSE							
HAVE HOUSEHOLD GOODS BEEN SHIPPED TO NEW ADDRESS?				YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, GIVE REASON WHY IN REMARKS BLOCK ON REVERSE			
II. DEPENDENTS ACTUAL TRAVEL							
FROM (COMPLETE ADDRESS)				TO (COMPLETE ADDRESS)			
DATE TRAVEL BEGAN	DATE TRAVEL COMPLETED	PORT OF DEPARTURE (INCLUDE AFOS)		PORT OF ARRIVAL (INCLUDE AFOS)		SPEEDOMETER READING	
						TO	
III. OVERSEAS RETURNEE - DEPENDENTS DID NOT TRAVEL OVERSEAS							
PERMANENT STATION PRIOR TO OVSSEAS ASSIGNMENT				GRADE AT DEPARTURE	U.S. REENTRY PORT		
ADDRESS TO WHICH DEPENDENTS TRAVELED OR REMAINED						AT GOVERNMENT EXPENSE.	
						YES <input type="checkbox"/> NO <input type="checkbox"/>	
IV. REIMBURSABLE EXPENSES							
DATE	NATURE AND EXPLANATION					AMOUNT CLAIMED	ALLOWED
I hereby claim any amount due me. The statements on face reverse and attached are true and complete. Payment or credit has not been received.				SIGNATURE OF CLAIMANT AND DATE			
APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUR. CONT. NO./SUB. ALLOT. NO.	AUTH. ACCT'G. ACTIVITY	TYPE	AUXILIARY COST CODE	COST CODE	AMOUNT
COMPUTED BY		AUDITED BY		TRAVEL RECD POSTED BY		RECEIVED (PAYEE SIGNATURE & DATE, OR CHECK NO.)	
						AMOUNT PAID	

DD FORM 1351-4 (NAVY OVERPRINT)

S/N 0102-LF-013-2422

PREVIOUS EDITION MAY BE USED

FORM APPROVED BY COMPTROLLER GENERAL, U.S. APRIL 20, 1971

86NP0124

Figure 12-12.—Voucher Claim for Dependent Travel and Dislocation or Trailer Allowance, DD Form 1351-4.

Receipt Endorsements

After the member has completed his or her travel claim, prepare a receipt, or reporting endorsement, NAVCOMPT 3068. Instructions for preparation of this endorsement are contained in the SDS PROMAN or the DFAS *Pay and Personnel Procedures Manual* (Navy), as appropriate, and distribute accordingly. Figure 12-13 shows two Personnelman using the SDS computer at a PERSUPPDET while processing new receipts which, of course, includes the preparation of reporting endorsements.

Leave, proceed time, and travel time are charged in that order on the reporting endorsement. Only that portion of the period between stations that is not authorized as proceed or travel time is chargeable as leave. However, travel time authorized in the orders but in excess of the time properly allowable will be charged as leave.

If the member reports for duty at the new duty station before the stipulated reporting date, the member is not charged with leave equal to the full amount authorized in the orders. He/she is charged with the amount of leave actually used after proceed and/or travel time have been deducted.



Figure 12-13.—Personnelman are shown using the Source Data System (SDS) preparing reporting endorsements.

When only proceed and travel time are involved, leave is not authorized. If the member uses a period of time less than the properly allowable combined total of proceed and travel time, proceed time is reduced to the time remaining (if any) after the allowable travel time has been deducted.

Other Administrative Procedures

In addition to the procedures already covered in this section, you should complete the following actions:

- Update the page 2, if necessary.
- Prepare the page 5 to record the member's receipt on board.
- Prepare the diary entry or SDS event.
- Prepare new security clearance forms, if required.
- Determine whether or not the member has sufficient obligated service.
- Update all your local rosters and or computer data.
- Determine date of eligibility for next good conduct award and establish a tickler for this purpose.
- Review page 4 to make sure that the previous command recorded all the member's schools and/or courses the member claims he or she completed.
- Determine advancement eligibility.
- Verify NECs against the EDVR.
- Determine whether the member needs to receive TLE and/or TLA.
- Determine whether or not the member should receive a meal pass or commuted rations (COMRATS) card.
- If appropriate, update the VHA certificate, and type the NAVCOMPT Form 3060 to record this action.
- Forward medical and dental records to the appropriate medical department.

There may be other actions not covered here that you should take. Therefore, you should establish a locally prepared check-off sheet, such as the one shown in figure 12-14 to make sure that no detail is overlooked. Prepare the sheet to satisfy your local

ENLISTED RECEIPTS CHECK OFF LIST

1. Compare the member's records. Verify that he has all records, original orders and an ID card, and that they all match. _____
2. Remove the advance copy of the STO/PCSTO from the PG file. File EPADs in the service record, destroy all other documents. _____
3. Prepare a diary entry per DMRS Manual or SDS event. _____
4. Verify the contents of page 4's to ensure all advancement qualifications, schools, correspondence courses, designations, etc. completed at previous command are listed. _____
5. Verify the page 2. If not correct, retype it immediately. _____
6. Verify eligibility for FSA. Prepare a NC 3057, if entitlement exists. _____
7. If SGLI election is on file, review it with the member. Provide the member with an SGLV-8286 if changes are desired. _____
8. Verify that the member has a valid ID card, Geneva Convention Card (HM/DT/RP only) and identification (Dog) Tags. _____
9. Prepare a page 5, reporting entry. _____
10. Verify the page 9 to make sure that all periods of service are accounted for on evaluations and that the transfer evaluation is listed, and filed in the record. _____
11. Verify the page 13's to ensure that an entry concerning a pending advancement or frocking was made, if appropriate. _____
12. Prepare a page 13 entry for sea duty counter. _____
13. Verify the left side of the service record, purging all documents that have served their purpose. Give them to the member. _____
14. Assist the member in preparing a travel voucher DD 1351-2, and DD 1351-4 (if applicable) for him or her dependents. _____
15. Verify that previously issued endorsements are on file and prepare them if necessary. _____
16. Make sure that the Risk Factor Screening/Physical/Readiness Test Results OPNAV 6110/2 is in the record. Give it to the member for delivery to the division officer. If form is not in the record, contact member's last command. _____
17. If the member is a single parent, he or she must have a Dependent Care Plan and Dependent Care Certificate, OPNAV 1740/1, on file. _____
18. Assist the member with preparing an Enlisted Duty Preference Form, NP 1306/63. _____
19. Add the member's name to your Good Conduct Awards list. _____
20. If you keep a data base of all personnel assigned, add his or her name to it. _____
21. Forward health and dental records to the Medical Department. _____
22. Forward the PAR to the member's division officer. _____
23. Forward the Career Counselor's Report, NP 1133/11, to the Command Career Counselor. _____
24. Forward the pay record, orders, endorsements and travel claim to the Disbursing Office. Make sure you return the activity copies. _____
25. Prepare letters to the previous duty station to correct errors found during the verification of the service record. _____

42NP0036

Figure 12-14.—Sample Receipts Check-Off Sheet.

command requirements. As changes occur, you should modify it. Also, for example, when you determine that something is important and should be added, add it to the sheet and inform others in your office about the change or changes you made. Make sure that you reproduce the new copies and destroy the old ones.

DIVISIONAL ASSIGNMENT

When all routine check-in procedures have been completed, the enlisted member is assigned to a division on board ship or at the shore station to which attached. If the member is in one of the first three paygrades and not designated, it may be one of your duties to recommend a suitable assignment. This is one of the occasions when you will have an opportunity to apply what you know about classification. Examine the page 4 carefully. Do not overlook any recommendations entered there by classification interviewers.

In most cases the command to which a member is reporting has already predetermined the division to which the member will be assigned. All you have to do is make a telephone call to determine the division. In some cases, the member may report to your office already accompanied by the sponsor, and the sponsor will already know the division to which the newly reporting member will be assigned.

Each command has implemented and uses an indoctrination division (I division) for all newly reporting personnel. The *I division* is tailored by the individual command to achieve the necessary indoctrination objectives in the shortest time possible, normally 1 to 2 weeks, so the member or members may move into the permanent division as soon as possible.

NAVY SPONSOR PROGRAM

All commanding officers are required to maintain an effective sponsor program designed to ease relocation and reception of members and their dependents when transferred on PCS orders. As you know, the commanding officer cannot possibly do everything himself or herself therefore, you, the PN, will be responsible for making sure that the sponsor program works well in your command.

A sponsor must be assigned by the receiving activity for all PCS transfers. After you find out the sponsor's name, write in on the copy of the orders that you have received. By doing this, you will be able to answer questions about whether or not a sponsor has actually been assigned.

Upon receipt of PCS orders on an assigned member, make maximum effort to make sure the member or members receive sponsor notification and are provided specific area information 30 days before detachment. Your command should also take the following actions:

- Make sure the individual is notified by the most expeditious manner possible of their sponsor's name, mailing address, and both commercial and Defense Switched Network (DSN) telephone number.
- Make sure activity and area information materials are sent to the member in a timely manner. Where Family Service Centers are established, material is assembled into welcome aboard brochures that may be used to fulfill or supplement area information.
- Advise each member reporting to a deployed command of the command's representative ashore, OMBUDSMAN, and assistance official's identities and locations.
- Provide members with information on the command's schedule when available and if it is unclassified.
- Take other action as necessary to assist members and their dependents in getting established.

Specific implementing actions, such as communication with the member to explain local conditions, assistance in relocating, on-site indoctrination, and welcome of the member and family, are left to the ingenuity and initiative of each sponsor and/or commanding officer. It is emphasized that receipt of current information before transfer of a member is essential for proper planning and morale.

Refer to Article 1810580 of the MILPERSMAN and the *Navy Sponsor Program*, OPNAVINST 1740.3.

CASE FILE ESTABLISHMENT AND MAINTENANCE

Chapter 4 of this TRAMAN contains a discussion of case file establishment and maintenance. It is necessary to discuss it here once again because you will be responsible for establishing and maintaining two different files. One file will contain information concerning transfers, and the other one will contain information concerning receipts. Case files should contain as much information as possible concerning the transfer and/or the receipt. There are some occasions when you have to refer to those case files to respond to inquiries. The need to maintain accurate and complete

case files cannot be overemphasized. Always keep proper case files for future reference.

SUMMARY

This chapter contained a section on the PRD. Within this section, the rules for establishing, recording, and verifying and changing of PRD were discussed. This chapter discussed the processing of transfers. Within this section, the chapter discussed transfer orders, endorsements, and accounting data. This section also discussed information you should use to brief members before departure, advance pay on PCS, and entitlement policy. Within this section of the chapter, topics such as the transfer of members between two activities located in the same area, effective date of certain PCS orders, change of home port, reimbursement rules for POC travel, travel and transportation of children of servicemember-married-to-servicemember, and the shipment of POV were discussed. This section also discussed HHG

shipment and storage entitlement policy, TEMDU travel entitlement policy, and consecutive overseas tours leave travel entitlement policy.

This chapter discussed PCS allowances. The allowances included were member and dependent travel and transportation allowances, transportation and storage of HHG, transportation of unaccompanied baggage, transportation of POV, mobile home allowance, DLA, TLE, and TLA.

This chapter also discussed the processing of new receipts. Within this section, precheck-in procedures and check-in procedures were covered. Included in the discussion are the verification of service records, purging service records, travel claims, reporting endorsements, and other administrative receipt procedures as well as divisional assignment. The chapter also discussed the Navy's sponsor program, and the establishment and maintenance of transfer and receipt files.

